

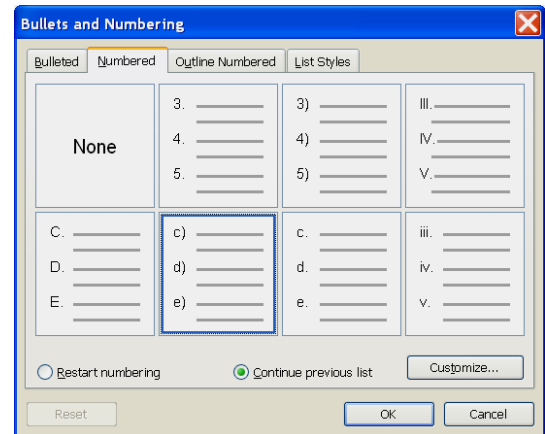
Changing the Bullet-Number Style

It is possible to change the style of numbers and bullets by using any of Word's predefined formats. For example, it is possible to switch lower case numbers to Roman numerals or square bullets to round bullets. It is also possible to customize the list style or insert a picture as a bullet.

Changing the Number Style

- ❖ Select the **Numbered** list for which the number style is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Bullets and Numbering** from the list of options.
- ❖ The **Bullets and Numbering** dialog box will appear.
- ❖ Click the **Numbered** tab.
- ❖ Click one of the predefined formats.
- ❖ To change the **Number** style, click **Customize**.
- ❖ The **Customize Numbered List** dialog box will appear.
 - Click the drop-down arrow for the **Number Style** box.
 - Choose a new number style from the list of available styles.
- ❖ To have the list start with a number other than one, click the **Start at** spinning arrow until the desired number appears.
- ❖ Once all the changes have been made, click the **OK** button to return to the document.

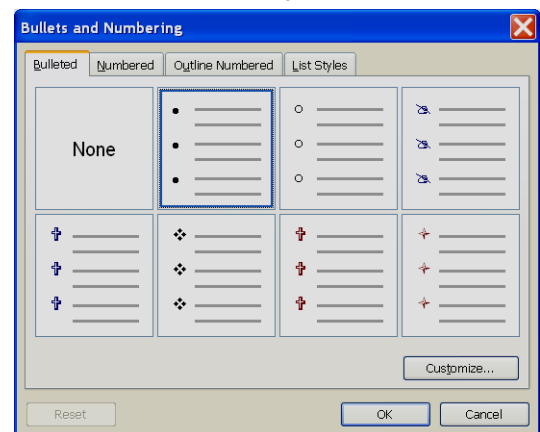
Number Style Box



Changing the Bullet Style

- ❖ Select the **Bulleted** list for which the bullet style is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Bullets and Numbering** from the list of options.
- ❖ The **Bullets and Numbering** dialog box will appear.
- ❖ Click the **Bulleted** tab, if necessary.
- ❖ Click one of the predefined formats.
- ❖ Click the **Customize** button to change the Bullet format style.
- ❖ Do one of the following:
 - Under **Bullet Character**, choose one of the bullets.
 - In the **Customize Bulleted List** dialog box, click the **Bullet** button.
 - The **Symbol** dialog box will appear.
 - Click the **Font** drop-down arrow.
 - Choose one of the **Wingdings** from the list.
 - To see a larger image of the symbol, click on the symbol.

Bullet Style Box



- Choose one of the symbols from the gallery of symbols.
 - Click **OK** to exit the **Symbols** dialog box.
 - Click **OK** again to make the chosen symbol the bullet.
- ❖ To add a graphic bullet:
- Click the **Picture** button.
 - The **Picture Bullet** dialog box will appear.
 - Scroll through the gallery of buttons until you find a picture that you like.
 - Click the **Picture** and then click the **Insert** button on the toolbar.
 - The **Picture Bullet** will appear in the document.